

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



CEA

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT PENDING CONTROL AGENCY APPROVAL

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 3, DEPUTY DIRECTOR
CHILDREN AND FAMILY SERVICES DIVISION

SALARY: \$8030 - \$8854

FINAL FILE DATE: JULY 27, 2004

DUTIES AND RESPONSIBILITIES

Under administrative direction of the Chief Deputy Director, Department of Social Services (CDSS), advises and assists the Director and Chief Deputy Director in the formulation, implementation and evaluation of Department programs, policies and procedures; provides overall direction to the Children and Family Services Division of CDSS; represents the Department or the Director.

The Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Children and Family Services Division within CDSS, in cooperation with county governments and other stakeholders. The Deputy Director is responsible for directing the planning, development, implementation, and maintenance operation of the children's social services programs and systems statewide. The Deputy Director serves as the Executive Sponsor of the Child Welfare Services/Case Management System information technology project. The Deputy Director maintains liaison activities with county, state and federal representatives relative to Child Abuse Prevention, Foster Care, Adoptions Services, and Child Welfare Services programs.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum and desirable qualifications. A qualifications appraisal panel will ask qualified candidates a number of predetermined job-related questions. Interviews will be scheduled in **August/September**. Each candidate shall be notified in writing of his/her examination results. Top candidates may be invited to a hiring interview. The results of this examination may be used to fill subsequent vacancies, if they occur within the next 12 months, or a new examination may be scheduled.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of the CDSS programs.
- b. Experience in dealing with social service programs.
- c. Experience in developing strategies to smoothly and effectively implement program changes as a result of law or regulation changes.
- d. Experience in dealing with the Legislature, representatives of other stakeholder groups, and the media.
- e. Administrative experience in dealing with officials at the federal, State, county, and local levels.
- f. Ability to manage staff to ensure consistency of policy application and adherence to productivity standards.
- g. Experience in working with information technology projects.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS (CONTINUED)

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to achieving the strategic goals and objectives of the Department.

The knowledge and abilities indicated above for the **CEA 3** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants should file an Application for Examination (STD 678) and a one-page summary of qualifications to the:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814

Applications must be postmarked no later than the final file date of **July 27, 2004**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason. The application must include a one-page summary of qualifications with major accomplishments and experience that specifically demonstrates competitiveness for this position. Resumes are optional and do not take the place of the one-page summary of qualifications.

Questions concerning the exam process should be directed to Cindy Brooks
at (916) 653-5362.

Questions regarding the position should be directed to Judy Moore
at (916) 657-1822.